Please have your library card number available when registering!
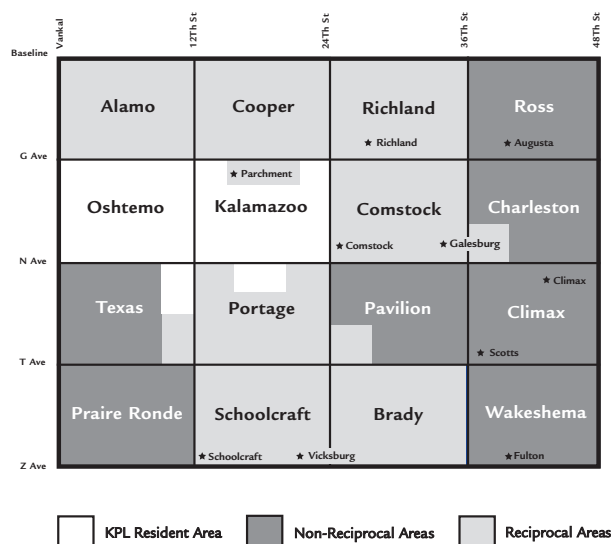
Residents Register First

Priority registration for library district residents begins the 15th of the month prior. Non-residents will go on a waiting list and be notified 48 hours prior to the class if space is available. Not sure if you live in the district? KPL's district closely duplicates the Kalamazoo Public School district. Call 553-7806 to check your address.

Reciprocal/Nonresident

Those that don't live in the district may choose to pay an annual fee ($190 per family) for a KPL card with full KPL privileges, including priority registration for computer classes. Learn more at www.kpl.gov/account/reciprocal.

Reciprocal Status of Kalamazoo County by Township

Baseline	Vankal	12Th St	24Th St	36Th St	48Th St
G Ave	Alamo	Cooper	Richland ★ Richland	Ross ★ Augusta	
N Ave	Oshtemo	★ Parchment Kalamazoo	Comstock ★ Comstock ★ Galesburg	Charleston	
T Ave	Texas	Portage	Pavilion	★ Climax Climax ★ Scotts	
Z Ave	Praire Ronde	Schoolcraft ★ Schoolcraft ★ Vicksburg	Brady	Wakeshema ★ Fulton	

☐ KPL Resident Area ▨ Non-Reciprocal Areas ▢ Reciprocal Areas

Quick Self-Assessment

Give yourself a check-up on your computer skills!

- Can you open, maximize, minimize, and close windows on your computer?

- Do you know what a flash drive is?

- Can you attach documents to an email?

- Can you save things on your computer without losing them?

- Can you name several search engines?

- Do you know what a URL is?

- What are three peripherals that you use with your computer?

- Are memory and storage the same thing?

- What would you list as your computer skills if you were answering an employment ad?

Computer Training

Gain computer confidence and acquire important skills!

March April May

- Each class is a single, stand-alone session lasting 1 or 2 hours. Handouts are included in each class.

- Registration for all classes begins the **15th of the month** prior to the month in which the class is held.

- **www.kpl.gov/computer-training** Register online or call 553-7862. Have your library card number available.

KALAMAZOO PUBLIC LIBRARY

Basic Computer Classes

Intro to Computers

PC. CPU. Tower. Peripherals. Storage versus memory.
What do they all mean? Whether you're just starting out or need a little boost, this is the class for you! Learn the very basics of how the computer works and what lingo to use when "speaking computers." From knowing software from hardware to knowing a CD-RW from a USB flash drive, this class is just the foundation you need. **Prerequisite: None**

Wednesday, March 10, 10 am–12 pm

Thursday, March 18, 2–4 pm

Saturday, March 27, 10 am–12 pm

Tuesday, April 6, 10 am–12 pm

Monday, April 12, 6–8 pm

Tuesday, April 20, 2–4 pm

Monday, May 10, 6–8 pm

Thursday, May 20, 2–4 pm

Mouse Workshop

Dropdowns and dragging, and right-clicking, oh my! This workshop will illustrate the basic functions of a mouse using an online tutorial that will help you become familiar with clicking and interacting with the computer. **Prerequisite: None**

Wednesday, March 17, 10–11:30 am

Thursday, March 25, 2–3:30 pm

Tuesday, April 13, 10 am–11:30 am

Friday, May 7, 10–11:30 am

Thursday, May 27, 2–3:30 pm

Internet 101

Find your way around the web in this hands-on session on using the Internet. You will learn how to successfully navigate a website, use tabbed browsing, and print pages accurately. Email basics and web searching covered as well. **Prerequisite: Intro to Computers or equivalent.**

Wednesday, March 24, 10 am–12 pm

Thursday, April 1, 2–4 pm
Tuesday, April 20, 10 am–12 pm

Tuesday, May 4, 10 am–12 pm

Advanced Internet

Do you ever search the 'net and find everything but what you want? Learn ways to improve and refine your search results. Examine other features such as bookmarks, fun websites, and ask advanced email questions. **Prerequisite: Internet 101 or equivalent.**

Wednesday, March 31, 10–11:30 am

Thursday, April 8, 2–3:30 pm

Tuesday, April 27, 10–11:30 am

Computer Safety

Phishing, cookies, and malware, oh my! Do you know the most common way your computer can get a virus? Did you know most identity theft online happens by people openly sharing their personal information? Can you click on the pop-up and still avoid a malware infection? Sometimes the answer isn't exactly cut and dried, but this class will raise your awareness and diligence for keeping you and your computer safe.

Friday, March 26, 10 am–12 pm

Wednesday, April 28, 2–4 pm

Other Classes

We have many other classes available!

- **Word 2007 (various levels)**
- **Excel 2007 Basics**
- **PowerPoint 2007 Basics**
- **Social Networking**
- **Digital Photos 101**
- **Get Organized!**
- **Saving Cents Online**—*new!*
- **Everyday Law Online**—*new!*

Just visit our website to find details or register:
www.kpl.gov/computer-training/

NOTE: Registrations for all classes begin on the 15th of the month prior to the month in which the class is held. Registration begins on:

February 15th for March classes
March 15th for April classes
April 15th for May classes